

***This document is a draft Scope of Services for a future solicitation and is subject to change without notice.***  
***This is not an advertisement.***  
***Car Sharing Program***

**SCOPE OF SERVICES**

**1. Introduction**

Miami-Dade County, hereinafter referred to as the "County," as represented by the Miami-Dade County Internal Services Department is soliciting proposals from experienced and qualified firms to provide a car sharing program ("Program") based in Downtown Miami. The Program shall supplant existing County-owned pool/loaner vehicles currently issued to County employees from the County-owned facility located at 201 N.W. 1<sup>st</sup> Street, Miami, Florida, adjacent to the Stephen P. Clark Center / Government Center ("Government Center"). The purpose of this solicitation is to obtain a car sharing program which improves efficiency and reduces the costs of maintaining and operating government owned vehicles per Board of County Commissioners Resolution R-147-14.

The County anticipates awarding a contract for a two (2) year period, with two (2) two-year options to renew, at the County's sole discretion.

**2. Background**

For the purposes of this solicitation, "Downtown" shall be defined as up to a two-mile radius from Government Center.

Government Center is comprised of a Metrorail / Metromover station and a 30-story building located in downtown Miami, at 111 N.W. 1<sup>st</sup> Street, Miami, FL. Government Center serves as the headquarters for Miami-Dade County government and transportation hub for the County's Metromover, Metrorail, and Metrobus systems. The Government Center houses approximately 2,000 County employees and is in close proximity to at least ten (10) other County buildings which house an additional 2,500 employees. In addition, the Government Center is within three (3) blocks of state and federal buildings.

The Government Center is the busiest passenger transportation location facility in Miami-Dade County, serving approximately 30 million passengers annually. For fiscal year 2012 (October through September), the Metrorail served 18,706,102 passengers while the Metromover served 9,167,110 passengers. Daily weekday passenger boardings at Government Center Station average approximately 13,000 for Metrorail and 10,600 for Metromover. Additionally, Government Center is served by thirteen (13) Metrobus routes and two (2) Broward County Transit bus routes.

**3. Overview of Program**

The selected Proposer shall provide a car sharing program to include self-service, fuel efficient vehicles of various types throughout Downtown. The vehicles will be shared by various County employees located throughout the County and may be shared by the public. The selected Proposer shall make available sufficient number of vehicles to meet demand. In addition to the shared vehicles, the selected Proposer shall provide 24-hour parking access for the vehicles, insurance, fueling options throughout the County, washing, interior cleaning, repair and maintenance services, and access to 24/7 hour customer service and roadside assistance.

Vehicles to be used must be parked at a location(s) convenient for County employees to access by walking from Government Center or nearby. The County may authorize any of its employees with

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a valid driver's license and County identification to utilize a shared car and, therefore, the selected Proposer must allow any County authorized employee to participate in the Program.

The selected Proposer must allow the vehicles to be used for incremental times (i.e., by the minute) or multi-day. Additionally, vehicles may be used for local or in-State travel. The selected Proposer must provide the County with its procedures or limitations, if any, for non-local travel use. If the selected Proposer has car sharing services in other areas throughout the County, those services should preferably be made available to County employees traveling on government business.

The Program shall be considered a pilot for the Downtown area. However, if the pilot Program is successful Downtown (i.e. meets Program objectives), the Program may be expanded to include services for the following locations:

- |                        |                                 |
|------------------------|---------------------------------|
| a) 703 NW 25 Street    | currently served by 72 vehicles |
| b) 10740 SW 211 Street | currently served by 45 vehicles |
| c) 6100 SW 87 Street   | currently served by 57 vehicles |
| d) 8801 NW 58 Street   | currently served by 39 vehicles |

4. Vehicles

The selected Proposer shall provide:

- a) Fuel efficient vehicles, no older than three (3) model years, with a wheel base of at least 106 inches. Limited plug-in electric, hybrid electric or alternative fuel vehicles may be allowed with adequate fueling options available throughout the County.
- b) Clean (interior/exterior) and mechanically/functionally safe to drive vehicles. The vehicles must be in new or like new condition at all times and the exteriors must be free from rust and damage.
- c) A vehicle fleet capable of providing, at a minimum, the services currently being provided to County employees in the Downtown area. (Refer to the existing County fleet details which can be found in Section 7, regarding the current number of vehicles made available to employees.)
- d) A fleet comprised of the following vehicle types by percentage: 80% sedans; 15% passenger vans (full size and mini); 3% cargo vans and 2% utility vehicles.
- e) An increased supply of vehicles to address:
  - A need of up to one hundred fifty (150) vehicles during election cycles.
  - A need of up to seventy five (75) 15-passenger vans during summer programming.
  - Special events such as parades, hurricanes and other emergencies, when there will be increased need for high ground clearance units and cargo type units to meet the needs of the County.

5. Services to be provided

- a) Reservation system

The selected Proposer shall:

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- 1) Provide for a 24/7 reservation system that allows individual drivers to make self-service reservations electronically via the internet or via telephone.
- 2) Provide a convenient system for the County to authorize employees to use the car sharing service. Such system should include user profiles for each authorized employee that enables the County to pre-approve employees and vehicle types allowed for each. Sedans will be issued as standard. Other vehicle types may require prior County approval.

b) Vehicle maintenance requirements

The selected Proposer shall maintain, at all times, the car sharing fleet by the manufacturer's recommended standards. Routine preventative maintenance must be performed during off peak hours or substitute vehicles must be provided to ensure the needs of the County are met at all times. Any vehicles in need of repair must be temporarily disabled from being reserved until required repairs are performed. It is the selected Proposer's responsibility to monitor their fleet to ensure that all vehicles meet requirements.

c) Billing requirements

The selected Proposer shall provide individual billing to a variety of cost centers within each County department via electronic billing. Within the last 12 month period, the County's fleet management services billed 227 different index codes. The selected Proposer shall set up multiple billing accounts (anticipated to be at least 227 to accommodate the different index codes) with the possibility of a number of different individuals associated with each billing account.

d) Reporting Requirements

The selected Proposer shall provide various detailed utilization reports that will be available to a variety of departmental transportation coordinators. This will allow County management to review and approve expenses in detail and allow for the projection and budgeting of future car sharing expenditures. The reports should preferably be self-serve through the selected Proposer's system or, alternatively, would be provided at least monthly and on demand by the selected Proposer to all of the departments.

e) Customer Service Requirements

The selected Proposer must make available, immediately accessible customer service representatives, 24 hours a day; 7 days a week, for customer service, technical assistance and roadside assistance.

f) Training Requirements

The selected Proposer must make available to potential users training on the use of the vehicles.

g) Insurance Requirements

The physical vehicles must be insured by the selected Proposer. The County will continue to be liable for its employees, passengers and any damaged caused to others. (Note: This requirement does not apply to the public using the vehicles.)

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h) Rate Requirements

The selected Proposer shall factor in all costs associated with operating and maintaining these shared use vehicles into an all-inclusive rate per minute, per vehicle. A breakdown showing the individual items encompassed in the rate (fuel, insurance, maintenance, roadside assistance, etc.) may be required by the County.

The selected Proposer shall provide rates per contract year by vehicle type, in minute increments. The selected Proposer should offer discounted rates for vehicles needed for extended use.

Separate charges for mileage, sign-up fees to the service, and/or any other fees incurred during the operation of these vehicles will not be permitted. Tolls incurred by County employees, on County business, are allowed to be billed to the County.

**Note: Notwithstanding the requirements herein, the County reserves the right to utilize its own fuel/insurance for vehicles utilized by its employees.** The County intends to consider the option of providing its own fuel to be used as a result of operating these shared vehicles. The County also intends to consider the option of providing its own insurance coverage as a result of operating these shared vehicles. These options may be considered at the County's discretion during the evaluation phase of proposals and/or after the contract is awarded.

6. Infrastructure to be provided

The selected Proposer shall:

- a) Provide all items necessary (i.e., key card, keys, fuel card, parking card, website, etc.) required for County employees to reserve, locate, start, drive, fuel, report incidents, park and return vehicles as quickly and efficiently as possible.
- b) Provide parking, to include arrangement and costs, for each vehicle at its designated parking location when not in use.

Note: The County's Internal Services Department manages over 5,000 parking spaces at approximately 12 parking locations throughout the areas of Downtown Miami and the Civic Center. Rates, locations and details may be found at: <http://www.miamidade.gov/internalservices/downtown-parking.asp>. Such parking arrangements are outside of the scope of this solicitation and the County makes no guarantees of leasing or renting such spaces to the selected Proposer.

- c) Expand, reduce or otherwise modify services to meet the needs of the County.

7. The County's existing loaner fleet and structure (for informational purposes)

Downtown Motor Pool (DTMP) Statistics

The number of vehicles currently available for pool/loaner use at the DTMP, delineated by type, during the last 12 month period, is shown below:

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ELECTRIC SEDANS (5 doors)	2
HYBRID SEDANS (4 or 5 doors)	83
UTILITY VEHS 2X4	1
VANS, CARGO, MINI	3
VANS, PASSENGER	5
VANS, PASSENGER, MINI	9
TOTAL	103

- a) The total number of County employees who used pool/loaner services at the DTMP within the last 12 months: 2,158. This is out of a total County employee population of approximately 26,000.
- b) The daily average number of pool/loaner issues is 35.
- c) The average number of miles driven by a **same day return pool vehicle** is 34; the average number of hours used by a **same day return pool vehicle** is 4.4.
- d) The average number of miles driven by a pool/loaner unit per issue is 72; the average number of hours used per pool/loaner vehicle is 15.
- e) The average number of DTMP vehicles totaled per year is 2.
- f) The number of DTMP pool/loaner units that had bodywork repairs due to an accident last year is 17, for a total body repair cost of \$19,844 and an average per unit cost of \$1,167.